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CORE

ODP-81-1267
22 September 1981

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM:

[REDACTED]
Acting Director of Data Processing

SUBJECT: Prioritization of CORE (Cost Reduction and Efficiency) Working Group Submissions into New Categories

1. The DDA CORE Working Group has reexamined all previous office submissions in Categories II through V for the purpose of recategorizing as follows:

- Category I - Most Likely to Achieve - Immediate Dollar or Position Savings
- Category II - Less Likely to Achieve - Immediate Dollar or Position Savings Possible
- Category III - Dollar or Position Savings Not Accurately Identifiable at this Time (Also Cost Avoidance, Increased Responsiveness, Reliability, etc.)

2. Attached are our submissions. Each item shows the estimated savings and is cross referenced to the category in which it originally appeared in our previous reports to you.

3. Our guidance in preparing this material was that each office be prepared to implement any of the items selected by the Agency CORE Group.

cc: Members of CORE Working Group

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25X1

O/D/ODP/[] cc/22 Sep 81

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1 - ea member of CORE Working Group

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Communications

1. Acceleration of Secure Voice Program (Category II A/B) \$1,400K
2. Shift from External TEMPEST Testing to Internal Testing (Category IIB) \$220K annually (but 25X1 positions)
3. Eliminate Handwritten Corrections (Category IV) \$30K (and positions) 25X1

CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Logistics

- | | | | |
|----|--|---|------|
| 1. | New Printing Equipment (Category IIA) | \$248K (and positions) | |
| 2. | Increase Competitive Procurement (Category III) | \$3,000K (but need 2 positions) | |
| 3. | Close the EDR (Category IV) | \$73K <input type="text"/> positions) | 25X1 |
| 4. | Standardization of Agencywide Equipment (Category V) | \$3,000K (but need 2 positions) | |
| 5. | Consolidation of Micrographics (Category V) | \$245K (and 5 <input type="text"/> positions) | 25X1 |
| 6. | Genigraphics in P&PD (Category V) | \$66K | |
| 7. | Consolidation of Copier Management (Category V) | \$250K (but add 2 OL provided positions) | |

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CATEGORY I

MOST LIKELY TO ACHIEVE---IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Medical Services

1. Implement Field PATB-II Testing \$100K annually
(Category IIC)

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Security

- | | | |
|----|---|--------|
| 1. | "Blue Blazer" Protective Force
(Category III) | \$135K |
| 2. | Discontinue Communications Link
(Category III) | \$15K |
| 3. | Up-Front Polygraph
(Category III) | \$75K |

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CATEGORY I

MOST LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION SAVINGS

Office of Training and Education

1. Elimination of Off-Campus Program (Category IV) \$53K
2. Elimination of Disseminating Information on External Training (Category IV) \$31K (positions) 25X1
3. Improve TV Production Facilities at the (Category IIC) \$142K annually

25X1

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE.

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Data Processing

- | | | |
|----|--|----------------|
| 1. | Component Budgeting of Terminals
(Category III) | Unknown |
| 2. | Reduction in Cost of Output Products
(Category III) | \$53K annually |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Finance

- | | | |
|----|---|-----------------------------|
| 1. | Electronic Fund Transfer for Covert Personnel
and Self-Mailers for Statements (Category III) | \$104K (and
.5 position) |
| 2. | Centralize Travel Accounting
(Category V) | \$34K (and 2
positions) |
| 3. | Consolidation of all Financial Management
in the Office of Finance (Category V) | \$209K (and 9
positions) |
| 4. | Centralization of Budgeting and Management
for Personal Services Costs (Category V) | \$162K (and 7
positions) |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Logistics

25X1

- | | | |
|----|---|-----------------------------------|
| 1. | Enhance Efficiencies of
Operation through Capital Investments
(Category IIA) | \$38.5K |
| 2. | Improved Energy Efficiency of Existing
Buildings and Equipment (Category IIC) | \$1,200K annually
(to GSA) |
| 3. | Take over Headquarters from GSA
(Category IIC) | \$2,900K annually
(from SLUC) |
| 4. | Control and Limit Year-End Funding
(to preclude fund "dumping")
(Category III) | \$100K
(Comptroller
Action) |
| 5. | Remote Information Media Centers
(Category III) | Unknown |
| 6. | Increase the Use of Suggestion Awards
(Category III) | \$415K |
| 7. | Increase Sea Shipments (Category IV) | \$194K |

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CATEGORY II

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

Office of Security

- | | | |
|----|--|--------|
| 1. | Discontinue Short-Term Employee Program
(Category IV) | \$140K |
| 2. | Additional Guard Force Reductions
(Category IV) | \$110K |

LESS LIKELY TO ACHIEVE--IMMEDIATE DOLLAR OR POSITION
SAVINGS POSSIBLE

1. Automation of Language Laboratory (Category IIC)	Unknown
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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

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CATEGORY III

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THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Communications

- | | |
|--|---------|
| 1. Combine Offices of Communications, SIGINT
Operations, and Development and Engineering
Commo Support Groups (Category V) | Unknown |
|--|---------|

CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Data Processing

- | | |
|---|--|
| 1. Increase in Funds and/or Positions
for Software Development (Category IIC) | Unknown |
| 2. Standardization of Word Processing
(Category V) | \$520K |
| 3. Capital Investments to Improve the
Productivity of the ADP Central Service
User Community (Category IIB) | \$1,670K
(but need 20
positions) |

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THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Finance

- | | | |
|----|--|----------------------------|
| 1. | Field Accounting System
(Category IIA) | Unknown |
| 2. | Payroll System
(Category IIC) | \$98K annually |
| 3. | Logistics Integrated Management System -
Vendor Payments (Category IIC) | \$27K annually |
| 4. | Absorption of New Pay Cases
(Category III) | \$34K (and 2
positions) |
| 5. | Automated Travel Accountings
(Category III) | Unknown |
| 6. | Computer-Aided Instruction
(Category III) | Unknown |

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DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS
RELIABILITY, ETC.)

Office of Information Services

- | | |
|---|--------|
| 1. Online Records Retrieval and Search System
(Category IIC) | \$154K |
| 2. Headquarters Records Review
(Category IIC) | \$207K |
| 3. Abolish the AWP and the EOP in the PAR
(Category III) | \$671K |

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CATEGORY III

DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS, RELIABILITY, ETC.)

Office of Logistics

- | | |
|---|--------------------|
| 1. Logistics Integrated Management System (LIMS) (Category IIB) | \$1,000 - \$1,500K |
| 2. OL Property Accounting Systems (Category IIB) | \$265K annually |
| 3. New Building at Headquarters (Category IIB) | \$5,300K |
| 4. Utilities Reliability Improvements (Category IIB) | - 0 - |
| 5. Establishment of Regional Logistics Support Activity [] (Cat. III) | Unknown |
| 6. Prepare Logistics Support Annexes for Contracts and Projects with Budgeted Cost Exceeding \$250,000 (Cat. III) | Unknown |
| 7. Consolidation of Transportation in OL (Category V) | Unknown |
| 8. Consolidation of Graphics (Category V) | Unknown |
| 9. Consolidation of JPRS (Category V) | Unknown |
| 10. Consolidation, Elimination, or Better Utilization of [] (Category V) | Unknown |

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DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS, RELIABILITY, ETC.)

Office of Medical Services

- | | | |
|----|--|----------------|
| 1. | Acquisition of Two Scan-Tron 5098 Optical Mark Readers (Category IIA) | \$16K annually |
| 2. | Develop Text/Report Writing Software Package (Category IIA) | \$40K annually |
| 3. | Acquire a Dual-Station NBI-3000 Word Processing System (Category IIB) | \$15K annually |
| 4. | Automated CCCR Data Input (Category IIB) | \$60K annually |
| 5. | Consolidation of all Agency Medically and Psychologically Related Tasks (Category V) | Unknown |
| 6. | Transfer the Overseas Medical Benefits Program (Category V) | Unknown |

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DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Security

- | | | |
|----|--|------------------------------|
| 1. | SANCA Reprogramming
(Category III) | \$30K (and 2
positions) |
| 2. | Personnel Security Initiatives
(Category III) | \$573K |
| 3. | Eliminate Key punch Activity
(Category III) | \$20K (and 1.3
positions) |

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DOLLAR OR POSITION SAVINGS NOT ACCURATELY IDENTIFIABLE AT
THIS TIME (ALSO COST AVOIDANCE, INCREASED RESPONSIVENESS,
RELIABILITY, ETC.)

Office of Training and Education

- | | | | |
|------|----|---|---------|
| 25X1 | 1. | <div style="border: 1px solid black; width: 500px; height: 30px;"></div> | Unknown |
| | 2. | New Special Operations Training Course
Classroom (Category IIC) | Unknown |
| 25X1 | 3. | Addition <div style="border: 1px solid black; width: 100px; height: 15px;"></div> Conference Site
(Category IIC) | Unknown |
| | 4. | Computer Assisted Language Instruction
(Category IIC) | Unknown |
| 25X1 | 5. | New Classroom Building and Dormitory -
<div style="border: 1px solid black; width: 250px; height: 15px;"></div> (Category IIC) | Unknown |

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